

PROPOSED BUDGET

THIS IS NOT AN APPROVED BUDGET

NOTE: This budget sheet is required in order to identify expenditures for your proposed project. If the project is approved, you will be required to submit a final budget request. Expenditures for this project will not be approved until the final budget is processed.

PROJECT TITLE: _____ **APPLICANT:** _____

GRANT YEAR: _____

FUNDING: ☐ Federal ☐ State ☐ Both

EXPENDITURE CLASSIFICATION	FEDERAL	STATE	TOTAL
.100 Professional Salaries	\$	\$	\$
.120 Graduate Asssistants/Aides	\$	\$	\$
.130 Technician	\$	\$	\$
.140 Secretarial/Clerical	\$	\$	\$
.150 Other Salaries	\$	\$	\$
.200 Employee Benefits	\$	\$	\$
.300 Purchased Services	\$	\$	\$
.400 Supplies and Materials	\$	\$	\$
Travel			
In-State \$_____			
.500 Out-of-State \$_____	\$	\$	\$
.600 Equipment	\$	\$	\$
.700 Indirect Costs	\$	\$	\$
TOTAL	\$	\$	\$

FORM A - Federal Funds**BUDGET BACKUP****DETAILED BUDGET INFORMATION**

Please complete the budget information requested below for each line item in the budget. This section will provide additional information about how the requested funds will be used. If more space is needed please duplicate these pages.

.100 SALARIES:

Includes anticipated expenditures for salaries or personnel performing direct services for a project. Salaries may not be paid on any contract in excess of that which has been paid to the person in performance of their regular responsibilities and/or a salary commensurate with that received by a person for similar responsibilities. Include an itemized breakdown of all funds to be paid to the person; i.e., monthly salary rate, percentage of time devoted to the project activity, job title, etc.

AEFLA Funds Requested for Salaries:

\$ _____

Explanation:

Professional Salaries **.110**

Full-time and part-time faculty = \$

Graduate Assistant/Aides Salaries **.120**Technician Salaries **.130**Secretarial/Clerical Salaries **.140**Other Salaries **.150**

.200 EMPLOYEE BENEFITS:

An itemized breakdown of fringe benefit costs must be included for each staff member. Fringe benefits are considered as those additional to regular salary, which are received by all employees. They will generally include such items as insurance, life and health, retirement, and social security.

AEFLA Funds Requested for Employee Benefits: \$ _____

Explanation:

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.300 PURCHASED SERVICES:

Expenditures include anticipated expenditures for services rendered through special arrangements with a company, person or other educational agency or institution. These are considered sub-contracted services and are reserved to offset costs incurred by employment of consultant-type personnel or services not available within the capabilities of the participating agency. Personnel records are not usually maintained for individuals performing contractual services, nor are these persons usually eligible for personnel benefits that may accrue to regular full-time staff members. However, they are eligible to receive consulting fees and per diem at prevailing state rates. Consultant travel should be itemized under this category and not under travel. Any equipment rented for use during the term of the contract is considered a contractual service.

AEFLA Funds Requested for Purchased Services: \$ _____

Explanation:

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.400 SUPPLIES AND MATERIALS:

Expenditures refer to a consumable item of which the item cost is less than \$1,000. A separate form is included, which allows additional space to itemize costs under this budget line item.

AEFLA Funds Requested for Supplies and Materials: \$ _____

Explanation:

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.500 TRAVEL

Under these line items, itemize all anticipated project staff travel. Travel shall be computed according to prevailing state rates or the applicant's agency rate, whichever is lower; including mileage, per diem, lodging, and estimated parking. No out-of-state travel is authorized unless approved as part of the original application. If out-of-state travel is required in a proposal, detailed budget notes must be developed and include; a) name(s) or position(s) of traveler(s), b) type of meeting planned, c) date of activity, d) estimated expense of trip lodging, meals, travel, registration fees, etc., and e) justification of needing

to attend the meeting. Such travel shall be negotiated and approved only if it has a direct relationship and benefit to the conduct of a project. Consultant travel is not included under this category, but shall be itemized in PURCHASED SERVICES.

AEFLA Funds Requested for Travel:

\$ _____

Explanation:

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.600 EQUIPMENT:

All non-consumable items should be itemized to the extent that the State Director of Adult Education is aware of the types required and their respective use to accomplish the objectives of the project. Equipment cost may include postage and/or transportation fees, but may not include any handling fees or surcharges made by the grantee. Equipment is defined as an article of tangible personal property having a useful life more than one year and a cost of \$1,000 or more. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials. Details on the equipment purchases will be filled out on the Form I – Equipment Form.

AEFLA Funds Requested for Equipment:

\$ _____

Explanation:

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.700 INDIRECT COST:

Indirect costs are limited by AEFLA to 5%.

AEFLA Funds Requested for Indirect Costs:

\$ _____

Explanation:

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SUPPLIES AND MATERIALS ADDENDUM FOR AEFLA FUNDS
Line Item .400

Applicant _____

Project Name _____

A consumable item is defined as a material item of an expendable nature that is consumed, worn out, or deteriorated in use, or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

- a. Includes anticipated expenditures for supplies required to conduct the activity. This should only include supplies necessary for the conduct of the activity over and above regular office operational costs. Be specific in itemizing these costs.
- b. Includes anticipated expenditures for supplies used in the classroom for direct instruction only.
- c. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials.

Total AEFLA funds requested: \$ _____

Quantity	Item Requested	Use	Unit Cost	Total Cost

Use as many copies of this form as needed to report all Supplies and Materials expense.

FORM B – State Funds**BUDGET BACKUP****DETAILED BUDGET INFORMATION**

Please complete the budget information requested below for each line item in the budget. This section will provide additional information about how the requested funds will be used. If more space is needed please duplicate these pages.

.100 SALARIES:

Includes anticipated expenditures for salaries or personnel performing direct services for a project. Salaries may not be paid on any contract in excess of that which has been paid to the person in performance of their regular responsibilities and/or a salary commensurate with that received by a person for similar responsibilities. Include an itemized breakdown of all funds to be paid to the person; i.e., monthly salary rate, percentage of time devoted to the project activity, job title, etc.

State Funds Requested for Salaries:

\$ _____

Explanation:

Professional Salaries **.110**

Full-time and part-time faculty = \$

Graduate Assistant/Aides Salaries **.120**Technician Salaries **.130**Secretarial/Clerical Salaries **.140**Other Salaries **.150**

.200 EMPLOYEE BENEFITS:

An itemized breakdown of fringe benefit costs must be included for each staff member. Fringe benefits are considered as those additional to regular salary, which are received by all employees. They will generally include such items as insurance, life and health, retirement, and social security.

State Funds Requested for Employee Benefits: \$ _____

Explanation:

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.300 PURCHASED SERVICES:

Expenditures include anticipated expenditures for services rendered through special arrangements with a company, person or other educational agency or institution. These are considered sub-contracted services and are reserved to offset costs incurred by employment of consultant-type personnel or services not available within the capabilities of the participating agency. Personnel records are not usually maintained for individuals performing contractual services, nor are these persons usually eligible for personnel benefits that may accrue to regular full-time staff members. However, they are eligible to receive consulting fees and per diem at prevailing state rates. Consultant travel should be itemized under this category and not under travel. Any equipment rented for use during the term of the contract is considered a contractual service.

State Funds Requested for Purchased Services: \$ _____

Explanation:

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.400 SUPPLIES AND MATERIALS:

Expenditures refer to a consumable item of which the item cost is less than \$1,000. A separate form is included, which allows additional space to itemize costs under this budget line item.

State Funds Requested for Supplies and Materials: \$ _____

Explanation:

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.500 TRAVEL

Under these line items, itemize all anticipated project staff travel. Travel shall be computed according to prevailing state rates or the applicant's agency rate, whichever is lower; including mileage, per diem, lodging, and estimated parking. No out-of-state travel is authorized unless approved as part of the original application. If out-of-state travel is required in a proposal, detailed budget notes must be developed and include; a) name(s) or position(s) of traveler(s), b) type of meeting planned, c) date of activity, d) estimated

expense of trip lodging, meals, travel, registration fees, etc., and e) justification of needing to attend the meeting. Such travel shall be negotiated and approved only if it has a direct relationship and benefit to the conduct of a project. Consultant travel is not included under this category, but shall be itemized in PURCHASED SERVICES.

State Funds Requested for Travel:

\$ _____

Explanation:

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600 EQUIPMENT:

All non-consumable items should be itemized to the extent that the State Director of Adult Education is aware of the types required and their respective use to accomplish the objectives of the project. Equipment cost may include postage and/or transportation fees, but may not include any handling fees or surcharges made by the grantee. Equipment is defined as an article of tangible personal property having a useful life more than one year and a cost of \$1,000 or more. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials. Details on the equipment purchases will be filled out on the Form I – Equipment Form.

State Funds Requested for Equipment:

\$ _____

Explanation:

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SUPPLIES AND MATERIALS ADDENDUM FOR AEFLA FUNDS
Line Item .400

Applicant _____

Project Name _____

A consumable item is defined as a material item of an expendable nature that is consumed, worn out, or deteriorated in use, or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

- d. Includes anticipated expenditures for supplies required to conduct the activity. This should only include supplies necessary for the conduct of the activity over and above regular office operational costs. Be specific in itemizing these costs.
- e. Includes anticipated expenditures for supplies used in the classroom for direct instruction only.
- f. Unless software is purchased as part of an equipment package, all software should be purchased under supplies and materials.

Total State funds requested: \$ _____

Quantity	Item Requested	Use	Unit Cost	Total Cost

Use as many copies of this form as needed to report all Supplies and Materials expense.